

State Education Office

www.seo.dc.gov

Description	FY 2003 Actual	FY 2004 Approved	FY 2005 Proposed	% Change from FY 2004
Operating Budget	\$58,448,259	\$70,813,642	\$60,533,445	-14.5
FTEs	45.0	67.0	67.0	0.0

The mission of the State Education Office is to provide research, policy analysis, financial aid, food, and other education-related services to District youth, families, stakeholders, and decision-makers resulting in an equitable distribution of resources and opportunities necessary to make informed decisions, enhance student nutrition, and improve educational accountability and performance.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- By FY 2005, increase documented participation and expand services in federally funded nutrition programs by identifying 95 percent of eligible participants.
- Ensure citywide accountability for all public school student enrollment counts by completing timely and accurate fall enrollment audits/sampling procedures needed each year to improve the accuracy of school counts; periodic residency verification rule-makings required to ensure all out-of-District students are identified and properly charged for educational services; and annual Uniform Per Student Funding Formula recommendations.
- By FY 2005, ensure the successful transition of all new and future legislatively mandated state-level functions by having an integrated and fully functioning information system in place.
- By FY 2005, expand the educational research and data analysis capacity so that 95 percent of survey participants report that the information they received was accurate, thorough, easily accessible, and timely.
- By FY 2005, increase the amount of post-secondary financial assistance opportunities available through SEO to residents of the District of Columbia so that 85 percent of eligible recipients are served (know about financial assistance opportunities available to them).
- By FY 2005, increase the participation of residents and key stakeholders in the ongoing planning, decision-making, and development of the State Education Office so that all interested parties have been afforded a structured opportunity to participate in various SEO public processes.
- By the end of 2005, 100 percent of SEO employees will have received the specialized training they need to do their jobs.

Funding by Source

Tables GD0-1 and 2 show the sources of funding and FTEs by fund type for the State Education Office.

Table GD0-1

FY 2005 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
Local Fund	4,216	5,247	9,959	10,444	484	4.9
Special Purpose Revenue Fund	234	146	176	176	0	0.0
Total for General Fund	4,450	5,393	10,135	10,620	484	4.8
Federal Payments	17,161	27,112	31,811	17,000	-14,811	-46.6
Federal Grant	26,075	25,356	28,617	32,914	4,297	15.0
Total for Federal Resources	43,236	52,468	60,428	49,914	-10,515	-17.4
Intra-District Fund	619	588	250	0	-250	-100.0
Total for Intra-District Funds	619	588	250	0	-250	-100.0
Gross Funds	48,304	58,448	70,814	60,533	-10,280	-14.5

Table GD0-2

FY 2005 Full-Time Equivalent Employment Levels

Appropriated Fund	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
General Fund						
Local Fund	38	34	28	30	2	7.1
Total for General Fund	38	34	28	30	2	7.1
Federal Resources						
Federal Payments	0	4	15	15	0	0.0
Federal Grant	0	7	22	22	0	0.0
Total for Federal Resources	0	11	37	37	0	0.0
Intra-District Funds						
Intra-District Fund	0	0	2	0	-2	-100.0
Total for Intra-District Funds	0	0	2	0	-2	-100.0
Total Proposed FTEs	38	45	67	67	0	0.0

Expenditure by Comptroller Source Group

Table GD0-3 shows the FY 2004 proposed budget for the agency at the Comptroller Source Group level (Object Class level).

Table GD0-3

FY 2005 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

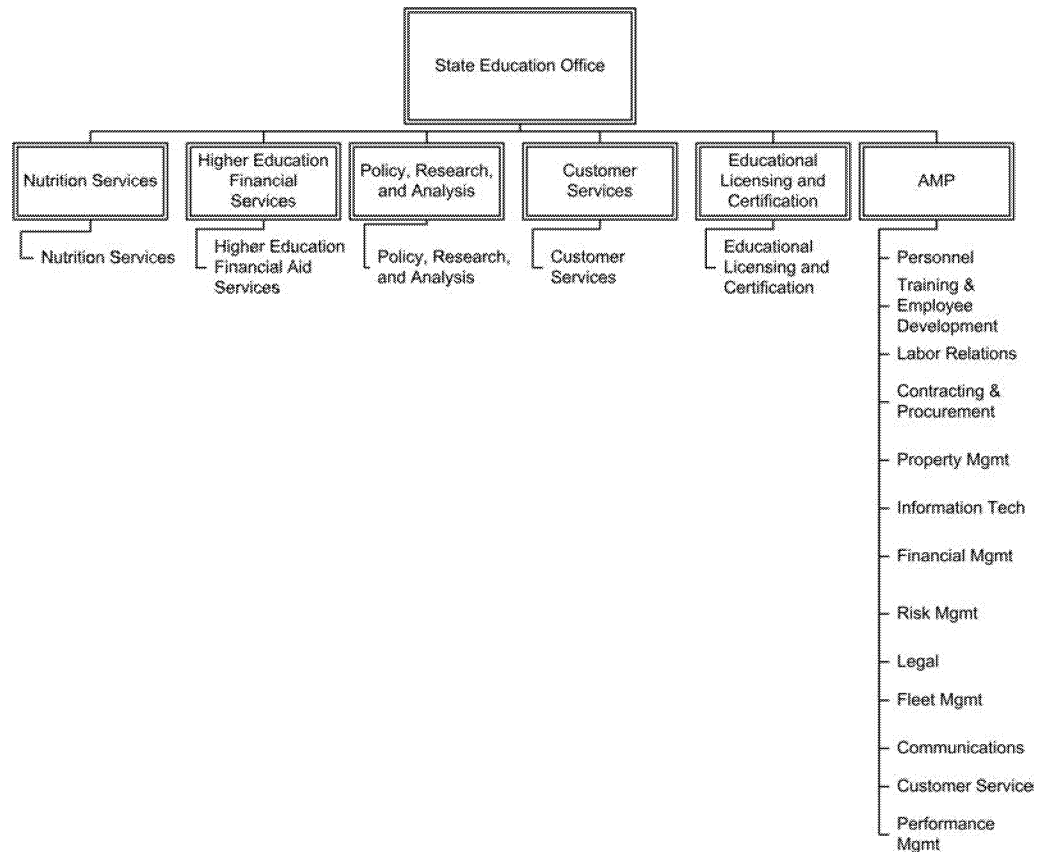
Comptroller Source Group	Actual FY 2002	Actual FY 2003	Approved FY 2004	Proposed FY 2005	Change from FY 2004	Percent Change
11 Regular Pay - Cont Full Time	1,553	1,717	2,367	2,350	-17	-0.7
12 Regular Pay - Other	565	493	1,091	1,123	32	3.0
13 Additional Gross Pay	3	0	7	24	17	240.9
14 Fringe Benefits - Curr Personnel	366	404	523	520	-3	-0.6
15 Overtime Pay	11	0	10	10	0	0.0
Subtotal Personal Services (PS)	2,498	2,613	3,997	4,026	29	0.7
20 Supplies And Materials	58	122	146	146	1	0.5
30 Energy, Comm. And Bldg Rentals	-3	59	37	35	-2	-6.6
31 Telephone, Telegraph, Telegram, Etc	54	74	46	78	31	67.2
32 Rentals - Land And Structures	25	36	70	63	-7	-10.4
33 Janitorial Services	0	18	22	22	0	-1.7
34 Security Services	0	28	31	29	-1	-4.6
40 Other Services And Charges	386	956	729	819	90	12.3
41 Contractual Services - Other	2,238	1,241	1,022	1,433	411	40.3
50 Subsidies And Transfers	42,640	53,164	64,518	53,681	-10,836	-16.8
70 Equipment & Equipment Rental	407	137	196	201	5	2.6
Subtotal Nonpersonal Services (NPS)	45,806	55,835	66,817	56,507	-10,309	-15.4
Total Proposed Operating Budget	48,304	58,448	70,814	60,533	-10,280	-14.5

Expenditure by Program

This funding is budgeted by program and SEO has the following program structure:

Figure GD0-1

State Education Office



Gross Funds

The proposed budget is \$60,533,445, representing a change of 14.5 percent over the FY 2004 approved budget of \$70,813,642. There are 67 operating FTEs for the agency, no change from the FY 2004 approved budget.

General Funds

Local Funds. The proposed budget is \$10,443,729, representing an increase of 4.9 percent over the FY 2004 approved budget of \$9,959,279. The Local funds supports 30 FTEs, a decrease of 2.0 from the FY 2004 approved budget.

Special Purpose Revenue Funds - The proposed budget is \$176,000, no change from the FY 2004 approved budget of \$176,000. The Special Purpose Revenue funds do not support any FTEs, no change from the FY 2004 approved budget.

Federal Grant Funds. The proposed budget is \$32,913,716, representing an increase of 15 percent over the FY 2004 approved budget of \$28,617,163. The Federal Grant funds supports 22.0 FTEs, no change from the FY 2004 approved budget.

Federal Payments. The proposed budget is \$17,000,000, representing a decrease of 46.6 percent from the FY 2004 approved budget of \$31,811,200. The Federal Payments changes are mostly due to a decrease of \$14,811,200 that were available to the agency in FY 2004 (The Family Literacy payment for \$1,988,200 and School Improvement payment for \$12,923,300), but they are not included in FY 2005 proposed budget. The Federal Payments funds support 15 FTEs, no change from the FY 2004 approved budget.

Intra-District Funds

The proposed budget is \$0, representing a decrease of 100 percent from the FY 2004 approved budget of \$250,000. The Intra-District funds do not support any FTEs, a decrease of 2 from the FY 2004 approved budget.

Programs

The State Education Office operates the following programs:

Policy Research and Analysis

	FY 2004	FY 2005
Budget	\$5,592,209	\$5,887,951
FTEs	17	16

Program Description

The **Policy Research and Analysis** program provides accessible, reliable and accurate information to citizens and policy makers so they can make well-informed decisions about education in the District. This program has one activity which provides a number of services including:

- **Residence Verification Rules** - formulates and promulgates rules for the documentation and verification of District residency for public and public charter school students.
- **Enrollment Count Audit and Report** - Conducts an annual enrollment count audit of public and charter schools
- **Uniform Funding Formula Recommendation** - provides recommendations for the Uniform Per Student Funding Formula.

Program Budget Summary

The program has a gross funds increase of \$295,742 or 5.3 percent over the FY 2004 approved budget of \$5,592,209. This includes a Local funds increase of \$351,573, no change in Federal Grant funds and an Intra-District decrease of \$55,831. This change in Local funds is due primarily to a redirection of funds totaling \$59,825 to the Agency Management, Financial Aid Services and Educational Licensure programs. In addition, an increase of \$411,398 has been included in Local funds in contractual services to cover the costs of the annual enrollment audits for the D.C. Public Schools and the D.C. Public Charter Schools.

Key Result Measures

Program 1: Policy, Research, and Analysis.

Citywide Strategic Priority Area(s): Improving Public Education

Manager(s): Barbara Nophlin

Supervisor(s): C. Vannessa Spinner, State Education Officer

Measure 1.1: Percent of policy makers/key stakeholders/members of the public reporting they received the information that they wanted/needed

	Fiscal Year		
	2004	2005	2006
Target	85	90	90
Actual		-	-

Education Licensing and Certification

	FY 2004	FY 2005
Budget	\$961,724	\$997,739
FTEs	6	6

Program Description

The **Education Licensing and Certification** program provides regulatory compliance services to non-public educational institutions and residents of the District of Columbia so that educational institutions are legally enabled to meet the educational needs and requirements of District residents. This program has one activity through which several services are provided:

- **Site Visits** - requires trained staff to conduct site visits to review programs and service provisions in educational institutions for compli-

ance with required regulations. Based on this review, staff may recommend remedial or other actions to be implemented.

- **Private Primary / Secondary School Report Reviews** - provides annual reports to the U.S. Department of Education's Integrated Postsecondary Education Data System (IPEDS).

Program Budget Summary

This program has a gross funds increase of \$36,015, or 3.7 percent over the FY 2004 approved budget of \$961,724. This includes a Local funds redirection of \$36,015 from Policy Research and Analysis and no change in Federal Grant funds. This change is primarily due to an increase in personal services costs for known pay increases. The gross budget supports 6.0 FTEs, which is no change from the FY 2004 approved level.

Key Result Measures

Program 2: Educational Licensing and Certification.

Citywide Strategic Priority Area(s): Improving

Public Education

Manager(s): Rolin Sidwell

Supervisor(s): C. Vannessa Spinner, State Education Officer

Measure 2.1: Percent of new license applications reviewed and responded to within 3 weeks

	Fiscal Year		
	2004	2005	2006
Target	85	85	85
Actual		-	-

Measure 2.2: Percent of complaints responded to within 48 hours

	Fiscal Year		
	2004	2005	2006
Target	90	95	95
Actual		-	-

Customer Services

	FY 2004	FY 2005
Budget	\$707,630	\$898,589
FTEs	6	9

Program Description

The **Customer Services** program is to provide responses to inquiries, targeted outreach, information and marketing services to citizens of the District of Columbia so that they can increase their awareness of programs and services with high levels of customer satisfaction. This program has one activity through which several services are provided:

- **Customer Services** - provides administrative, marketing and outreach services in response to customer inquiries. This activity is comprised of a unified staff that has been cross trained to work with customers and organizations regarding higher education financial services, nutrition services, post secondary licensure services, policy, research and analysis studies, and reporting functions.

Program Budget Summary

This program has a gross funds increase of \$190,959, or 27 percent over the FY 2004 approved budget of \$707,630. This program is funded entirely through Federal Payments. This change reflects a redirection of \$190,959 and 3.0 FTEs from the Financial Services program. The gross budget supports 9.0 FTEs, an increase of 3.0 FTEs from the FY 2004 approved level.

Key Result Measures

Program 3: Customer Services.

Citywide Strategic Priority Area(s): Improving

Public Education

Manager(s): Leonard Proctor

Supervisor(s): C. Vannessa Spinner, State Education Officer

Measure 3.1: Percent of front-line customer contacts rated at the highest level

	Fiscal Year		
	2004	2005	2006
Target	75	80	80
Actual		-	-

Measure 3.2: Percent of citizens satisfied with the availability of information concerning SEO

	Fiscal Year		
	2004	2005	2006
Target	75	80	80
Actual		-	-

Nutrition Services

	FY 2004	FY 2005
Budget	\$27,618,415	\$31,804,902
FTEs	13	11

Program Description

The **Nutrition Services** program provides federal funding, compliance monitoring, technical assistance and training and outreach and marketing information to the District's public, private, and non-profit institutions, as well as other organizations. Nutritional meals are provided to all eligible children and other recipients attending District schools. The services offered ensure the nutritional well-being of children and adults, while enhancing services provided by public and private entities such as schools, charitable organizations and government entities. This program has one activity through which several services are provided:

- **National School Lunch Program (NSLP)** - provides reimbursement for nutritious breakfasts that provide 1/3 of the Recommended Dietary Allowances served to any child attending a public or private non-profit school or residential child care institution; and for snacks served to children in certain after school programs.
- **School Breakfast Program (SBP)** - provides reimbursement for nutritious breakfasts that provide 1/4 of the Recommended Dietary Allowances served to any child attending a public or private non-profit school or residential child care institution.
- **Child and Adult Care Food Program (CACFP)** - provides reimbursement for healthy meals and snacks served to children receiving day care in centers, homes or congregate meals in homeless shelters; to school children in after school programs; and adults in centers.

- **Summer Food Service Program (SFSP)** - provides reimbursement for free, nutritious meals served to low-income children during summer months when the normal school year is not in session at diverse sites including schools, community centers, churches or camps.
- **Special Milk Program (SMP)** - provides funds on a reimbursement basis to serve milk to children in schools (primarily private and religious schools) and child care institutions that do not participate in other federal child nutrition meal service programs.
- **Food Distribution Program (FDP)** - provides commodities to schools participating in the National School Lunch Program.
- **Emergency Food Assistance Program (TEFAP)** - provides surplus agricultural commodities to thousands of charitable institutions, soup kitchens, school food authorities and food banks serving needy persons throughout the country.
- **Commodity Processing Program (CPP)** - provides an opportunity for private processors to process and distribute designated donated foods to eligible recipient agencies, enabling these agencies to purchase processed end products at substantially reduced prices.

Program Budget Summary

This program has a gross funds increase of \$4,186,487 or 15.2 percent over the FY 2004 approved budget of \$27,618,415. This change is mostly comprised of a Federal grants increase of \$4,258,754 due to an estimated carry over from FY 2004 to FY 2005. (USDA regulation requires the District to make the payments against the appropriate grant year (FY 2004) although some claims for reimbursement will be received after the fiscal year end). The gross budget supports 11 FTEs, which is a decrease of 2 FTEs from the FY 2004 approved level. This decrease is a result of the transfer of 2 Financial services FTEs to the new Agency Financial Operations program (AFO). Although designated in AFO, the 2.0 FTEs will continue to work solely on Financial services for the Nutrition Services program.

Key Result Measures

Program 4: Nutrition Services.

Citywide Strategic Priority Area(s): Improving Public Education

Manager(s): Cynthia Bell

Supervisor(s): C. Vanessa Spinner, State Education Officer

Measure 4.1: Percent of eligible children participating in nutrition programs/receiving nutrition services

	Fiscal Year		
	2004	2005	2006
Target	75	80	80
Actual		-	-

Higher Education Financial Aid Services

	FY 2004	FY 2005
Budget	\$34,339,607	\$19,097,924
FTEs	16	12

Program Description

The Higher Education Financial Services program provides grant funds to students to assist in the financing of their post-secondary education. This program has one activity:

- **Higher Education Financial Aid Services** - consists primarily of the District of Columbia's Tuition Assistance Grant Program (TAG). The TAG program provides grants to assist District high school graduates with their college tuition payments at one of the more than 2,500 public colleges and universities in the nation. In FY 2003, the TAG program was expanded to provide grants to students attending historically Black colleges and universities in the country.

Program Budget Summary

This program has a gross funds decrease of \$15,241,683, or 44.4 percent under the FY 2004 approved budget of \$31,811,200. This includes a \$45,355 net decrease in Local funds; a Federal Payments fund decrease of \$15,002,159 and an Intra-District fund decrease of \$194,169. The change in Local funds is primarily due to a personal services increase of \$13,426 (\$5,327 for known pay increases and \$8,099 redirected from Policy, Research and Analysis), and a nonpersonal decrease of \$58,781 (subsidies and transfers)

redirected to the Agency Management Program to pay for a redirection of 1 FTE from Intra-District to Local funds. The Federal Payments changes are due to a redirection of \$190,959 to Customer Services to fund 3 FTEs and a decrease of \$14,811,200 that were available to the agency in FY 2004 (The Family Literacy for \$1,988,200 and School improvement payment for \$12,923,300), but that are not included in FY 2005 proposed budget. The gross budget supports 12 FTEs, which is a decrease of 4 FTEs from the FY 2004 approved level.

Key Result Measures

Program 5: Higher Education Financial Services.

Citywide Strategic Priority Area(s): Improving Public Education

Manager(s): Ulysses Glee

Supervisor(s): C. Vanessa Spinner, State Education Officer

Measure 5.1: Percent of awarded grants paid within established timeframes

	Fiscal Year		
	2004	2005	2006
Target	80	85	85
Actual		-	-

Measure 5.2: Percent of available grant funds awarded

	Fiscal Year		
	2004	2005	2006
Target	80	85	85
Actual		-	-

Agency Management

	FY 2004	FY 2005
Budget	\$1,594,057	\$1,736,274
FTEs	9	11

Program Description

The Agency Management program provides operational support to the agency so that it has the tools to achieve operational and programmatic results. This program is standard for all Performance-Based Budgeting agencies. More information about the Agency Management program can be found in the Strategic Budgeting chapter.

Program Budget Summary

This program has a gross funds increase of \$142,217, or 8.9 percent over the FY 2004 approved level of \$1,594,057. This is a Local funds increase with no change in Federal Payments or Special Purpose Revenue funds. This change represents an increase of \$122,616 in personal services costs, which are comprised of \$48,662 in known pay increases, \$58,782 redirected from Financial Aid Services and a redirection of \$15,172 from Policy Research and Analysis. A \$19,601 increase in nonpersonal services costs, represents a net increase in fixed costs. The gross budget supports 11.0 FTEs, no change which is an increase of 2.0 FTEs from the FY 2004 approved level.

Agency Financial Operations

	FY 2004	FY 2005
Budget	\$109,887	\$109,887
FTEs	2	2

Note: FY 2004 program funding levels are presented for comparison purposes; only the Agency Financial Operations program did not exist for FY 2004. It is new for PBB agencies in FY 2005.

Program Description

The purpose of the **Agency Financial Operations** program is to provide comprehensive and efficient financial management services to and on behalf of District agencies so that the financial integrity of the District of Columbia is maintained. This program is standard for all Performance-Based Budgeting agencies. The gross budget supports 2.0 FTEs, who will continue to work solely on the Financial services for the Nutrition Services program. More information about the Agency Financial Operations program can be found in the Strategic Budgeting Chapter.

For more detailed information regarding the proposed funding for the activities within this agency's programs please see schedule 30-PBB in the FY 2005 Operating Appendices volume.

